

5 FAH-2 H-320 FORMAT LINES

(TL:TEL-1; 07-01-1998)

5 FAH-2 H-321 HEADER FORMAT LINES

(TL:TEL-1; 07-01-1998)

(Uniform State/USAID/USIA)

The header refers to Format Lines (FLs) 1-10 that contain transmission codes necessary to transmit the message from an originating telecommunications facility to a receiving facility.

5 FAH-2 H-321.1 FL-1 Transmission Identifier

(TL:TEL-1; 07-01-1998)

(Uniform State/USAID/USIA)

FL-1, or the transmission identifier, consists of a start-of-message function, start-of-message (SOM) indicator and a channel number, written as one continuous string of characters. In Department telegrams the start-of-message function is V, the SOM indicator is ZCZC. The channel number is a three-letter channel designator followed by three numbers. See 5 FAH-2 H-523.3 for an explanation of how channel numbers function in telegraphic accounting.

5 FAH-2 H-321.2 FL-2

5 FAH-2 H-321.2-1 Precedence Prosign

(TL:TEL-1; 07-01-1998)

(Uniform State/USAID/USIA)

The first character string in FL-2 is the precedence procedure sign, or prosign, which determines the order of telegram handling at automated relay stations in the circuit, ZZ for FLASH, OO for IMMEDIATE, PP for PRIORITY and RR for ROUTINE. The highest precedence of a multi-address-precedence telegram determines the precedence prosign. If the highest precedence of a multi-precedence message is FLASH, a separate transmission must be made to the FLASH addressee.

5 FAH-2 H-321.2-2 Destination Routing Indicator

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

The second component of FL-2 is the routing indicator for the receiving station, which is responsible for delivering or relaying the message to another addressee. The Department of State Teletypewriter Routing Guide and ACP 117 CAN-US SUPP-1 contain routing indicators used for transmitting messages via U.S. Government facilities.

5 FAH-2 H-321.3 FL-3

5 FAH-2 H-321.3-1 DE Prosign

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

The first component in FL-3 is the DE prosign, which signifies “from.”

5 FAH-2 H-321.3-2 Originating Station Routing Indicator

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

DE precedes the Originating Station Routing Indicator (OSRI). The OSRI represents the station that prepared the message for transmission. Use the Department’s Teletypewriter Routing Guide or ACP 117 to identify the place that corresponds to the OSRI.

5 FAH-2 H-321.3-3 Station Serial Number

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

The third component of FL-3 is the Station Serial Number (SSN), a four-digit number preceded by #. In a regular message the SSN corresponds to the last four digits of the Message Reference Number in FL-12; in a service message the four digits depend on which station and operator originated the service. In multi-section telegrams, the SSN is followed by a slant (/) and the number of the section, i.e., #3334/01.

5 FAH-2 H-321.3-4 Time of Transmission

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

The Time of Transmission (TOT) is when the telegram was actually released into the telegraphic circuit. The TOT consists of the Julian date (the number of the day of the year), followed by the hour and minutes in

Greenwich Mean Time. The TOT may be later than the date-time group in FL-5 if the message requires format editing or is held in a transmission queue before it actually enters the telegraphic circuit. Upon opening each day IPC operators should verify that the time and date are set correctly in the telegraphic processor. See the Julian date calendar in 5 FAH-2 H-321 Exhibit H-321.3-4.

5 FAH-2 H-321.4 FL-4

5 FAH-2 H-321.4-1 Security Warning Operating Signals

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

The first component of FL-4 is the security warning operating signal; ZNR for telegrams transmitted over unclassified circuits and ZNY for telegrams transmitted over circuits that meet security criteria for classified handling. The security warning operating signal is followed by the redundant security classification group, a string of characters representing the classification. Example: ZNR UUUUU for unclassified; ZNY EEEEE for UNCLAS E F T O (used for SBU NOFORN); ZNY CCCCC for confidential; ZNY SSSSS for secret; ZNY TTTTT for top secret; and ZNY SSSSS/BBBBB for secret SPECAT military messages.

5 FAH-2 H-321.4-2 Transmission Release Code

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

The transmission release code is a two-letter element inserted in place of the last two letters of the Redundant Security Classification Character Group, e.g., ZNR UUUX or ZNY CCCBC. The TRC is only used for U.S. Government-originated telegrams that are also addressed to a foreign nation or selected regional defense organizations such as NATO. Most Department-originated messages will not use a TRC.

5 FAH-2 H-321.4-3 Associated Operating Signals

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

The operating signals described below, when used, must appear in the order given.

(1) ZZH is mandatory for all messages originated by Department of State offices.

(2) ZZK is used on Department NIACT IMMEDIATE and military IMMEDIATE telegrams. In Department relay stations a telegram with ZZK spills to a special high precedence queue, and is checked by relay operators, who then either verify that the receiving station is open or notify the receiving station to recall IPC personnel to open the IPC and receive the message. Example: ZNY CCCCC ZZH ZZK.

5 FAH-2 H-321.5 FL-5 Date-Time Group (DTG)

(TL:TEL-1; 07-01-1998)

(Uniform State/USAID/USIA)

a. The first component on FL-5 is the highest precedence prosign for the addressees, Z, O, P, or R. (Military telegrams may contain a second precedence prosign, which represents the highest precedence for the information addressees).

b. The next component is the date-time group (DTG), which indicates the time the telegram was prepared for transmission by the telegraphic processor. The DTG is written as 6 digits (two for the day, two for the hour, two for the minute), the letter Z, a space, the first 3 letters of the month, a space, and the last 2 digits of the year. "Z" denotes "Zulu" or Greenwich Mean Time, the standard used by all transmission facilities regardless of which time zone they are located. Military organizations use the DTG as the reference number. Example: DIA WASHDC 291830Z JUN 99.

c. Additional operating signals conveying special handling instructions for the telecommunications operator may follow the DTG. The opsign ZFF must follow directly after the date-time group to be recognized by TERP V processors. See ACP 131b Communications Instructions Operating Signals for a complete list of operating signals and the action required.

5 FAH-2 H-321.6 FL-6 Originating Station Plain Language Address Designator (PLAD)

(TL:TEL-1; 07-01-1998)

(Uniform State/USAID/USIA)

FL-6 consists of the prosign FM followed by the PLAD of the originating post. Example: FM AMEMBASSY ROME; FM USDAO ROME IT. See the Department's Teletypewriter Guide or ACP 117 for a list of valid PLADs.

5 FAH-2 H-321.7 FL-7 Action Addressee(s)

(TL:TEL-1; 07-01-1998)

(Uniform State/USAID/USIA)

FL-7 consists of the prosign TO followed by the PLAD of action addressees. Other components of FL-7 vary according to precedence and

whether the addressee is a Department facility. If the precedence is ROUTINE, no precedence should be listed behind the addressee. Any other precedence should be listed after the PLAD. If the addressee is a Department of State activity, an MCN must follow the precedence. If the addressee is not a Department activity, no MCNs are used. Each addressee occupies a separate line and the elements on that line are separated by a space. Follow the specific examples below and use the precedence or MCNs as appropriate. See 5 FAH-2 H-523.2 for a complete explication of the MCN and its function in telegraphic accounting.

5 FAH-2 H-321.7-1 Single Address Telegrams

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

In telegrams with only one addressee FL-7 consists of the prosign TO followed by the PLAD, precedence and MCN.

EXAMPLE:

TO SECSTATE WASHDC IMMEDIATE 3952.

5 FAH-2 H-321.7-2 Multiple Address Telegrams

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

In multiple-address telegrams the prosign TO is followed by the routing indicator for the first action addressee, a slash (/), the PLAD, the precedence, and MCN. Each succeeding action addressee appears on a subsequent line preceded by the routing indicator. The prosign TO appears only with the first listed addressee. If the telegram is delivered by a non-telegraphic means, the operating signal ZEN appears in place of the routing indicator.

Example:

TO RUEHC/SECSTATE WASHDC IMMEDIATE 3355
RUEHRO/AMEMBASSY ROME PRIORITY 9352
ZEN/AMCONSUL FLORENCE

5 FAH-2 H-321.8 FL-8 Information Addressees

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

FL-8 consists of the prosign INFO, the routing indicator of the addressee, a slant (/), the PLAD, precedence and MCN of each information addressee.

Example:

TO RUEHC/SECSTATE WASHDC IMMEDIATE 3355
INFO RUEHRO/AMEMBASSY ROME PRIORITY 9352
ZEN/AMCONSUL FLORENCE

5 FAH-2 H-321.9 FL-9 Addressee Exemptions (XMT Prosign)

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

FL-9 is used to prevent, or “exempt,” an addressee in a collective address from receiving the message. The first component is the prosign XMT followed by the plain language address of the addressee. In the example below, Sofia is part of the European Political Collective, but will not receive the telegram.

Example:

TO RUEHC/SECSTATE WASHDC IMMEDIATE 3355
RUEHX/EUROPEAN POLITICAL COLLECTIVE
XMT/AMEMBASSY SOFIA

5 FAH-2 H-321.10 FL-10

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

FL-10 was formerly used for accounting symbols, but accounting symbols are no longer used in Department-originated telegrams.

5 FAH-2 H-321.11 FL-11 Separation Line

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

The Separation Line, FL-11, contains only the prosign BT and sets the header format lines off from the text.

5 FAH-2 H-322 FL-12 TEXT

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

The text of the message is defined as all the information between the separation lines FL-11 and FL-13. Handling instructions inside the text of Department of State telegrams are used for routing and dissemination within the Department's network. All agencies using Department of State telecommunication facilities must use telegram formats outlined in 5 FAH-1, *The Correspondence Handbook*, and this handbook, 5 FAH-2, to ensure that the transmission text can be processed by Department of State equipment.

5 FAH-2 H-322.1 Classification, Section, MRN

(TL:TEL-1; 07-01-1998)

(Uniform State/USAID/USIA)

a. The first line of text following FL-11 contains the classification, section information and Message Reference Number (MRN). The classification must be typed and spaced as shown below. No deviation from these spellings is acceptable. SBU NOFORN telegrams carry the administrative control designation UNCLAS E F T O and can only be transmitted to a routing indicator for classified circuits.

UNCLAS

UNCLAS E F T O

C O N F I D E N T I A L

S E C R E T

T O P S E C R E T

b. Telegraphic processors divide Department telegrams into sections of 110 lines, counted from FL-1 through the FL-15 End-of-Message validation number. If a telegram has more than one section, the section information (SECTION 01 OF 04) will appear one space after the classification.

c. All Department of State telegrams are identified by the MRN, consisting of the location indicator of the originator followed by a sequential number that increases with each entire telegram transmitted by the originator. The MRN count begins with 000001 on January 1 of a new year and is reset to 000001 for the first telegram of the following year. The MRN appears after the classification and section information, if the message has more than one section.

d. The location indicator for the MRN is the city where the U.S. embassy is located or other designations as listed in ACP 117 and the Department of State Teletypewriter Routing Guide. The Communications Information Branch (IRM/OPS/MSO/MSMC/CIB will send telegraphic updates of PLADs as names change.

5 FAH-2 H-322.2 Captions

(TL:TEL-1; 07-01-1998)

(Uniform State/USAID/USIA)

When captions are used they appear one blank line below the line containing the MRN. Incorrectly placed or garbled captions can cause problems in telegram dissemination, especially if the incorrect caption is a limiting distribution caption. The IMO or a designated operator can program TERP V to recognize and accept recurring permutations of handling instructions. See the TERP V user's guide for specific information on how to edit the captions and attention indicator databases.

5 FAH-2 H-322.3 E.O. 12958

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

E.O. 12958, TAGS and SUBJECT lines appear in a block, no space in between, one blank line after the MRN, or captions. The E.O. line on Unclassified (including SBU) and Unclas E F T O (including FOUO and SBU NOFORN) telegrams reads "E.O. 12958: N/A." Confidential, Secret and Top Secret telegrams require a specific date or event when the telegram will be declassified. See 5 FAH-2 H-242.

5 FAH-2 H-322.4 TAGS

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

All telegrams drafted by Department of State offices must include TAGS, written as "TAGS: PARM, PREL," etc. Telegrams captioned AIDAC, ADM AID, TOPEC or USIA do not use TAGS. IPC should update the TAGS database in the telegraphic processor when notification of new TAGS are sent out by the Department and upon receipt of the 5 FAH-3 TAGS/Terms Handbook revisions.

5 FAH-2 H-322.5 Subject

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

All telegrams must include a subject line, written as "SUBJECT: SAMPLE SUBJECT LINE, ETC." The SUBJECT line may exceed one line in length, and may be abbreviated SUBJ.

5 FAH-2 H-322.6 Reference Line

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

References are listed one blank line after the E.O./TAGS/SUBJECT block. If the telegraphic processor is unable to assign distribution to an incoming telegram, IPC operators should check the telegraphic database for the references, which could provide a clue to the appropriate dissemination.

5 FAH-2 H-322.7 Body

(TL:TEL-1; 07-01-1998)

(Uniform State/USAID/USIA)

The body of the telegram, the substantive reported information, is considered part of FL-12. Most transmission errors or garbles in the body of the message will not affect automated processing. Where practicable IPC personnel should scan incoming messages for transmission garbles or possible omissions in the body and request retransmissions when necessary. See 5 FAH-2 H-525 for information regarding retransmission requests.

5 FAH-2 H-323 FL-13 SEPARATION LINE

(TL:TEL-1; 07-01-1998)

(Uniform State/USAID/USIA)

The second separation line, demarcated by the prosign BT, separates the telegram text from the end of message format lines.

5 FAH-2 H-324 FL-14 CONFIRMATION LINE

(TL:TEL-1; 07-01-1998)

(Uniform State/USAID/USIA)

The confirmation line is not used in telegrams transmitted at the Department transmission facilities.

5 FAH-2 H-325 FL-15 END OF MESSAGE (EOM) VALIDATION NUMBER

(TL:TEL-1; 07-01-1998)

(Uniform State/USAID/USIA)

The end of message validation number is the same four-digit number as the Station Serial Number (SSN) in FL-3 and written in the same format, i.e., #1234. If the EOM validation number does not match the SSN, it is likely the telegraphic circuit was interrupted and telegraphic text was lost in transmission. See 5 FAH-2 H-523.4 for information about how the SSN functions in telegraphic accountability.

5 FAH-2 H-326 FL-16 END OF MESSAGE (EOM) FUNCTIONS

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

The EOM functions are 2 carriage returns, 8 new lines, 4 Ns and 12 ASCII shift out characters. The processor screen and printed copy will show 8 blank lines after the EOM number, i.e., NNNN { { { { { { { { { { { {.

5 FAH-2 H-327 THROUGH H-329 UNASSIGNED

5 FAH-2 H-321 Exhibit H-321.3-4 (1)

JULIAN DATE CALENDAR

(leap year)

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

Day	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Day
1	001	032	061	092	122	153	183	214	245	275	306	336	1
2	002	033	062	093	123	154	184	215	246	276	307	337	2
3	003	034	063	094	124	155	185	216	247	277	308	338	3
4	004	035	064	095	125	156	186	217	248	278	309	339	4
5	005	036	065	096	126	157	187	218	249	279	310	340	5
6	006	037	066	097	127	158	188	219	250	280	311	341	6
7	007	038	067	098	128	159	189	220	251	281	312	342	7
8	008	039	068	099	129	160	190	221	252	282	313	343	8
9	009	040	069	100	130	161	191	222	253	283	314	344	9
10	010	041	070	101	131	162	192	223	254	284	315	345	10
11	011	042	071	102	132	163	193	224	255	285	316	346	11
12	012	043	072	103	133	164	194	225	256	286	317	347	12
13	013	044	073	104	134	165	195	226	257	287	318	348	13
14	014	045	074	105	135	166	196	227	258	288	319	349	14
15	015	046	075	106	136	167	197	228	259	289	320	350	15
16	016	047	076	107	137	168	198	229	260	290	321	351	16
17	017	048	077	108	138	169	199	230	261	291	322	352	17
18	018	049	078	109	139	170	200	231	262	292	323	353	18
19	019	050	079	110	140	171	201	232	263	293	324	354	19
20	020	051	080	111	141	172	202	233	264	294	325	355	20
21	021	052	081	112	142	173	203	234	265	295	326	356	21
22	022	053	082	113	143	174	204	235	266	296	327	357	22
23	023	054	083	114	144	175	205	236	267	297	328	358	23
24	024	055	084	115	145	176	206	237	268	298	329	359	24
25	025	056	085	116	146	177	207	238	269	299	330	360	25
26	026	057	086	117	147	178	208	239	270	300	331	361	26
27	027	058	087	118	148	179	209	240	271	301	332	362	27
28	028	059	088	119	149	180	210	241	272	302	333	363	28
29	029	060	089	120	150	181	211	242	273	303	334	364	29
30	030		090	121	151	182	212	243	274	304	335	365	30
31	031		091		152		213	244		305		366	31

5 FAH-2 H-321 Exhibit H-321.3-4 (2)

JULIAN DATE CALENDAR

(perpetual)

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

Day	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Day
1	001	032	060	091	121	152	182	213	244	274	305	335	1
2	002	033	061	092	122	153	183	214	245	275	306	336	2
3	003	034	062	093	123	154	184	215	246	276	307	337	3
4	004	035	063	094	124	155	185	216	247	277	308	338	4
5	005	036	064	095	125	156	186	217	248	278	309	339	5
6	006	037	065	096	126	157	187	218	249	279	310	340	6
7	007	038	066	097	127	158	188	219	250	280	311	341	7
8	008	039	067	098	128	159	189	220	251	281	312	342	8
9	009	040	068	099	129	160	190	221	252	282	313	343	9
10	010	041	069	100	130	161	191	222	253	283	314	344	10
11	011	042	070	101	131	162	192	223	254	284	315	345	11
12	012	043	071	102	132	163	193	224	255	285	316	346	12
13	013	044	072	103	133	164	194	225	256	286	317	347	13
14	014	045	073	104	134	165	195	226	257	287	318	348	14
15	015	046	074	105	135	166	196	227	258	288	319	349	15
16	016	047	075	106	136	167	197	228	259	289	320	350	16
17	017	048	076	107	137	168	198	229	260	290	321	351	17
18	018	049	077	108	138	169	199	230	261	291	322	352	18
19	019	050	078	109	139	170	200	231	262	292	323	353	19
20	020	051	079	110	140	171	201	232	263	293	324	354	20
21	021	052	080	111	141	172	202	233	264	294	325	355	21
22	022	053	081	112	142	173	203	234	265	295	326	356	22
23	023	054	082	113	143	174	204	235	266	296	327	357	23
24	024	055	083	114	144	175	205	236	267	297	328	358	24
25	025	056	084	115	145	176	206	237	268	298	329	359	25
26	026	057	085	116	146	177	207	238	269	299	330	360	26
27	027	058	086	117	147	178	208	239	270	300	331	361	27
28	028	059	087	118	148	179	209	240	271	301	332	362	28
29	029		088	119	149	180	210	241	272	302	333	363	29
30	030		089	120	150	181	211	242	273	303	334	364	30
31	031		090		151		212	243		304		365	31